

ZONING TEXT AMENDMENT PROCEDURE

1. Application: A proposal for an amendment to the text of the Zoning or Land Development regulations shall be filed with the Administrative Official on forms provided herein along with a \$200.00 review and processing fee as required pursuant to Section 90.067 of the City's Zoning Code.
2. Advisory Report to Council: Pursuant to Section 90.085 of the Zoning Code, the Combined Planning and Zoning Board shall submit an advisory report together with any comments or recommendations from the Administrative Official to the City Council. The Combined Planning and Zoning Board's advisory report shall include a recommendation including a statement as to the nature and effect of the proposed amendment and determination as to the following items:
 - a. Whether the proposed amendment is consistent with the City's Comprehensive Plan and Zoning Code;
 - b. Whether the proposed amendment is made necessary because of changed or changing conditions in the physical areas and zoning districts affected or in the political jurisdiction(s) of such changed and changing conditions;
 - c. The effect the proposed zoning text amendment would have on public utilities, other needed public services and traffic circulation; and
 - d. Whether the proposed zoning text amendment promotes the health, safety, quality of life, comfort and general welfare of the City.
3. Public Hearing: The Combined Planning and Zoning Board shall hold a public hearing on every zoning text amendment proposal within a reasonable time after the proposal has been submitted to them. At the hearing any interested party may appear and testify, either in person or by duly authorized agent or attorney. Notice indicating the time, date and the place of the hearing, and the nature of the proposed amendment, shall be given not more than 30 nor less than 15 days before the hearing by:
 - a. Regular mail to all parties whose property would be directly affected by the proposed amendment, provided by the applicant (See notice to neighbors – below); and
 - b. Publication in a newspaper of general circulation within this City.
4. Notice to Neighbors- City: It shall be the City's responsibility to submit a notice of intent to surrounding property owners by certified mail **no less than 15 days prior to the scheduled meeting date**. The notice shall contain the time and place of the public hearing and a statement regarding the purpose of the hearing, including, but not limited to, the location of the subject property(s), the current uses of that property, the section(s) of the zoning code being proposed to change, how the proposed text amendment would affect the subject's use of the property, and the existing and proposed zoning code changes and proposed uses. (Notice must entail a minimum of 250 feet from the applicant's property lines).
5. Decision by Council: The Council shall act on every proposed zoning text amendment at their next regularly scheduled meeting following submission of the Combined Planning and Zoning Board's advisory report. Without further public hearing, the Council may pass any

proposed amendment or may refer it back to the Combined Planning and Zoning Board for further consideration, by simple majority vote of all the members then holding office.

6. Appeals: If denied, the applicant may appeal to the Combined Planning and Zoning Board. (See also Section Article II Division 8 “Appeals” in the Zoning Code.

EXHIBIT "A"
CITY OF HIGHLAND, ILLINOIS
Zoning & Land Development Text Amendment

Return Form to:

Administrative Official
City of Highland
2610 Plaza Drive
Highland, IL 62249
(618) 654-7115
(618) 654-5570 (fax)

For Office Use Only:

Date Submitted: _____
Filing Fees: _____
Date Paid: _____
Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____
Determination: _____

APPLICANT INFORMATION:

Applicant: _____ Phone: _____

Address: _____ Zip: _____

Email Address: _____

TEXT AMENDMENT PROPOSED:

Amendment Proposed to (Check One):

_____ City Zoning Regulations

_____ City Land Development Regulations

Section(s) to Be Amended: Section _____ Section _____

Present Text: _____

Proposed Text: _____

Reason for Amendment: _____

Attach additional sheets as needed.

IMPACT OF AMENDMENT

Yes No

1. Does the amendment add language to the regulations?		
2. Does the amendment supplement an existing section?		
3. Does the amendment modify an existing section?		
4. Does the amendment repeal a section?		

MATTERS TO BE CONSIDERED

Yes No

1. Is the proposed amendment consistent with the City's Comprehensive Plan?		
2. Is the proposed amendment necessary because of changed or changing conditions in the physical areas and zoning districts affected or in the political jurisdiction(s) of such changed and changing conditions:		

Applicant's Signature

Date



City of Highland

Community Development Department
Building and Zoning Division

EXHIBIT "B"

Combined Planning & Zoning Board
City of Highland
2610 Plaza Drive PO Box 218
Highland IL 62249

Date Attachment Received: _____

SUMMARY OF PROPERTY OWNERS

Please attach a **stamped copy** of the computer listing of the most recent tax records available from Madison County Maps & Plats for the subject property and Names and Addresses of all property owners within 250 feet of subject property boundaries, **excluding adjacent right-of-ways**.

Subject Property Address: _____

Parcel ID Number: _____

Property Owner Name: _____

This listing must be returned to the Building & Zoning Department, 2610 Plaza Drive, P.O. Box 218 Highland IL. 62249 by:

Failure to provide the listing by this date will result in placement of your petition on a following agenda. **NO EXCEPTIONS.**

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS

NAME (Signature) _____

NAME (please print) _____

DATE _____